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Attachment A: Planned Permanency Agreement

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Attachment A: Statement of Legal Risk

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- 28.5 Preparing for the Meeting
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- 29.2 Preparing the Child and Adoptive Family for Adoption
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Attachment A: Subsidy Coverage Limitations  
 Attachment B: Inter-State Placements  
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Attachment D: Nonrecurring Adoption Expense for Special Needs  
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- 1.1 Record Composition
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  - 1.1.2 Family Assessments Completed in Response to CA/N Reports (Cover Sheet: Pink)
  - 1.1.3 Assessment and Services Section (Cover Sheet: Blue)
  - 1.1.4 Child's Section (Cover Sheet: White)
  - 1.1.5 Correspondence Section (Cover Sheet: White)
  - 1.1.6 Reports Section (Cover Sheet: Green)
  - 1.1.7 Forms Section (Cover Sheet: Canary Yellow)
  - 1.1.8 Legal Section (Cover Sheet: Buff/Tan)
  - 1.1.9 ICPC Section (Cover Sheet: White)
  - 1.1.10 Administrative Review Section (Cover Sheet: White)
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  - 1.1.12 Domestic Violence Section (Cover Sheet: Red)
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- 1.2 Recording Guidelines
  - 1.2.1 Definition, Purpose, Style
  - 1.2.2 Recording Guidelines – Investigations
  - 1.2.3 Policy Requirements Related to Narrative Recording
- 1.3 Recording Guidelines – Family Assessments (Ongoing Work With Families)
  - 1.3.1 Initial Recording
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- 1.3.4 Treatment – Focused Summarized Recording
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- 1.4 Recording Guidelines – Out-Of-Home Placement
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- 2.4 Procedures for Sharing Information
  - 2.4.1 Exceptions to a Person's Right of Access
- 2.5 Other Persons/Agencies Entitled to Case Record Information
  - 2.5.1 Individuals
  - 2.5.2 Courts and Law Enforcement
  - 2.5.3 CA/N Reporters
  - 2.5.4 Physicians
  - 2.5.5 Researchers
  - 2.5.6 News Media, Legislators, Students, the Public
  - 2.5.7 Interdisciplinary Teams
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- 2.6 Out-Of-Home Care Provider Records
  - 2.6.1 Foster Family Record Access
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  - 2.6.3 Adopted Adult Requesting Information
  - 2.6.4 Release of Information in Adoptions
    - 2.6.4.a Confirming the Identity of Individuals Requesting the Release of Information in Adoptions
    - 2.6.4.b Searching For a Biological Parent
  - 2.6.5 Closed Adoption Records
  - 2.6.6 Adoption Information Registry
- 2.7 Health Insurance Portability and Accountability Act (HIPAA)
  - 2.7.1 "Minimum Necessary" Requirements for Sharing Protected Health Information
  - 2.7.2 Uses and Disclosures of Protected Health Information (PHI) Which Do Not Require Authorization for Disclosure of Health Information
  - 2.7.3 Uses and Disclosures Requiring Authorizations For Disclosure of Health Information by DSS
  - 2.7.4 Client Requests to Restrict the Use and Disclosure of Protected Health Information
  - 2.7.5 Amendment of Protected Health Information

- 2.7.6 Client's Right to Access Their Health Information on File in Children's Services Records
- 2.7.7 Accounting Disclosures of Protected Health Information
- 2.7.8 Privacy Notices
- 2.7.9 No Intimidation or Retaliation
- 2.7.10 Staff Access to Protected Health Information and Acknowledgement of Privacy Requirements
- 2.7.11 Duty to Mitigate
- 2.7.12 Emergency Policy
- 2.7.13 Retention/Destruction of Protected Health Information
- 2.7.14 Other General Documentation Requirements
- 2.7.15 Complaint Process
- 2.7.16 Workforce Training
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Attachment A: Coversheet for Release of CA/N Records  
 Attachment B: Office of Child Advocate

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### **Chapter 3 CASE RECORD TRANSFER PROCEDURES**

- 3.1 Intact Family Moves From County
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- 3.4 Child in Out-Of-Home Care is Placed Within State
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- 4.1 CA/N Reports
  - 4.1.1 Family Assessments
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- 4.2 Retention and Destruction – Other Records
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## **SECTION 6 RESOURCE DEVELOPMENT**

## **SECTION 6**

### **Chapter 1 RECRUITMENT OF RESOURCE FAMILIES**

- 1.1 Community Recruitment Committee (CRC)

## 1.2 Recruitment Plan

- Attachment A: Foster Parent Job Description
- Attachment B: Adoptive Parent Thumb-Nail Sketch
- Attachment C: Finding Adoptive Families For Children
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## **SECTION 6**

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## RESOURCE PROVIDER TRAINING – STARS (SPECIALIZED TRAINING ASSESSMENT RESOURCES AND SUPPORT)

- 2.1 Mandate and Rationale
- 2.2 Working With Prospective Foster/Adoptive Parents
  - 2.2.1 At-Home Consultation Meeting
  - 2.2.2 Mutual Assessment Process
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- Attachment A: STARS Training Objectives
- Attachment B: Pre-Service and In-Service Training; Stars Competencies
- Attachment C: Foster Parent Training
- Attachment D: Guidelines For Award of Credit For Non-Agency Training

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### Chapter 3

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- 3.1 Foster/Kinship Family Assessment
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- 3.3 Foster/Adoptive Assessments/Licensing
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- Attachment A: Guide For Conducting Foster/Kinship Family Assessments
- Attachment B: Foster Family Home Licensing Rules
- Attachment C: Foster/Kinship Family Assessment Recording Outline
- Attachment D: Guide For Conducting Renewal Assessment
- Attachment E: Foster/Kinship Family Renewal Assessment Recording Outline
- Attachment F: Guide For Conducting Foster Family Group Home Assessment
- Attachment G: Foster Family Group Home Licensing Rules
- Attachment H: Guide For Conducting Adoptive Family Assessment Services
- Attachment I: Adoptive Family Assessment Recording Outline
- Attachment J: Foster/Adoptive Care Licensing
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## **SECTION 6**

### Chapter 4

## EMERGENCY FOSTER HOMES

- 4.1 Emergency Foster/Group Homes

## **SECTION 6**

### **Chapter 5 FOSTER HOME UTILIZATION FOSTER/EMERGENCY HOME MAINTENANCE**

- 5.1 Foster Home Utilization
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## **SECTION 6**

### **Chapter 6 SUPPORT GROUPS FOR FOSTER, KINSHIP AND ADOPTIVE PARENTS**

- 6.1 Support Groups
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Attachment A: Self Awareness Tool; Transracial Parenting Project

## **SECTION 6**

### **Chapter 7 CHILDREN'S SERVICES APPEAL PROCESSES**

- 7.1 Children's Services Fair Hearing Process
- 7.2 Alternative Care Review Board (ACRB)

Attachment A: The Alternative Care Review Board (ACRB)

Attachment B: Children's Services Grievance Process Guidelines

Attachment C: Guidelines For Area Director/Designee Children's Services Grievance Letter to the Alternative Care Parent

Attachment D: County Director/Designee Alternative Care Review Board Summary Outline

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### **Chapter 8 COURT REQUESTED/ORDERED ADOPTIVE ASSESSMENT**

- 8.1 Court Requested/Ordered Adoptive Assessment

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- 9.1 Out-Of-Town Inquiry

Attachment A: Guidelines For Limitations in Providing Family Assessments

Attachment B: Suggested Outline For Child's Summary

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### **Chapter 10 CD EMPLOYEES AS FOSTER OR ADOPTIVE PARENTS**

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### **GLOSSARY/REFERENCE**

## ACRONYMS

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Chapter 3 PARENTING AND DISCIPLINE

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### **SECTION 7**

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Chapter 8 FETAL DRUG ADDICTION

### **SECTION 7**

Chapter 9 FAILURE TO THRIVE

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Chapter 10 CHRONIC NEGLECT

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Chapter 18 INVESTIGATIVE INTERVIEWING

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Chapter 20 WORKING WITH RESISTANT FAMILIES

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Chapter 21 THE TEACHING AND TRAINING ROLE

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Chapter 22 PREVENTING WORKER BURNOUT

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Chapter 25 DIAGRAMMING FAMILIES FOR ASSESSMENT

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Chapter 26 SUPERVISORY CONSIDERATIONS

**SECTION 7**

Chapter 27 METHAMPHETAMINE ("METH") USE; CLANDESTINE  
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**SECTION 7**

Chapter 28 MISSOURI REVISED STATUTES

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